

# REPORT

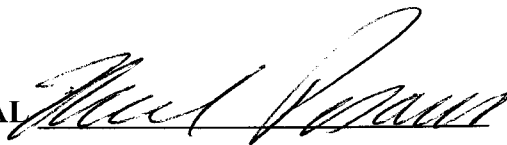
**TO:** Administration Committee  
Regional Council

**FROM:** Sam Mehta, Contracts Manager (213) 236-1813  
Email: [mehta@scag.ca.gov](mailto:mehta@scag.ca.gov)

**SUBJECT:** Approval of Contracts Over \$25,000

**DATE:** July 13, 2004

**EXECUTIVE DIRECTOR'S APPROVAL**



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**RECOMMENDED ACTION:** Approve Contracts

## SUMMARY:

- **The Following Consultant Contract is Recommended for Approval:**  
Fregonese Calthorpe Associates NTE \$ 249,980  
"TBD" (Project Manager for IT Implementation) NTE \$ 75,000
- **The following Subregional Consultant Contract is Recommended for Approval:**  
David Evans & Associates NTE \$ 32,756
- **The Following Lease Renewal for Riverside Office is Recommended for Approval:**  
AG/HP – Touchstone Lake, LLC (60 Months) NTE \$ 292,393
- **The Following Conference Venue & Catering Contract is Recommended for Approval:**  
The Patina Group NTE \$ 26,000

## FISCAL IMPACT:

The Work Element is listed on the detail page for each contract. Included is the Work Element and category of funding, for example FHWA, FTA, indirect.

RC/ADMIN Agenda 8/5/2004  
PC DOC#101078

## **CONSULTANT CONTRACT**

**Consultant:** Fregonese Calthorpe Associates (FCA)

**Scope:** The Consultant will provide assistance to SCAG for the FY04-05 Growth Visioning Consensus Building, Implementation and Monitoring program. Specifically, the consultant will implement a collaborative strategy developed with all of our governmental partners that continues consensus building with local governments and stakeholders throughout the region; develops a monitoring program that quantifies and records land use changes; and implements specific demonstration projects that integrate land use and transportation to meet the objectives of the Regional Growth Principles.

**Contract Amount:**

<b>Total not to exceed</b>	<b>\$249,980</b>
FCA (prime)	\$153,926
Calthorpe Associates (subcontractor)	\$ 11,399
System Metrics Group (subcontractor)	\$ 25,051
Valencia, Perez, Echeveste (subcontractor)	\$ 33,609
Urban Reinventions (subcontractor)	\$ 9,347
Landtrans (subcontractor)	\$ 16,648

**Contract Period:** August 2004 through June 30, 2005

**Work Element:** 05-050.SCGC1 - \$ 250,000 (Funding sources: FTA)

**Request for Proposal:** SCAG staff mailed postcards to 194 pre-qualified firms on SCAG's bidders list to notify them of the release of RFP No. 05-002. The RFP was also posted on SCAG's web site. The following proposal was received in response to the solicitation:

Fregonese Calthorpe Associates (5 subcontractors) \$249,980

**Selection Process:** The Proposal Review Committee (PRC) evaluated the proposal in accordance with the criteria set forth in the RFP, and the selection process was conducted in a manner consistent with all applicable Federal and State contracting regulations. Interviews were held with the offeror.

The PRC was comprised of the following individuals:

Bev Perry, City of Brea, Council Member  
Steve Smith, SANBAG, Principal Transportation Analyst  
Miles Mitchell, City of L. A., Senior Management Analyst I

Leann Williams, Caltrans District 7, Sr. Transportation Planner  
Mark Butala, SCAG, Senior Regional Planner

**Basis for Selection:**

The PRC recommends Fregonese Calthorpe Associates (FCA) for the contract award because of FCA's innovative approach to growth visioning implementation, successful completion of numerous similar projects, impressive responses to the questions posed during the interview, and excellent past performance record. In addition, the PRC was very pleased with FCA's in-depth understanding of the project, knowledge of both local and regional issues, ability to build consensus among local elected officials, experience using SCAG's transportation model to analyze the outcomes of linking transportation and land use, strong project manager with substantial experience coordinating large teams, well-balanced team of sub-consultants with varying areas of expertise, and willingness to be flexible when the project requires. FCA received a very high evaluation score on both its proposal and interview. The FCA proposal is highly cost-effective with considerable work products at a reasonable cost. The PRC felt that the superior quality of FCA's proposal well outweighed the lack of competing proposals.

**Memo to File**

Since only one proposal was received, SCAG Contract staff conducted a random survey of the potential bidders who were sent notification of the RFP release. Following responses were received and documented:

(Names of the firms surveyed are not displayed to maintain their privacy)

Firm #1 – No response provided.

Firm #2 – No response provided.

Firm #3 – They said that they did receive the post card but decided not to bid. They are too busy with their current workload and they are not accepting new work until the end of the year.

Firm #4 – They said that they did receive the post card as they always do from SCAG. His firm decided NOT to submit a proposal because the Scope of Work was too broad and no budget was indicated in the RFP so they did not know how much work was expected of the Consultant. They also thought from the way the Scope was written was that the incumbent (Fregonese Calthorpe) had an inside chance at winning and there was no use competing against them. They also said that the RFP was well written, though, and a lot of firms could not do this "cutting edge" type work, so they were not surprised if SCAG didn't get many proposal on this one. Also, they are too busy right now and not enough time to respond with an adequate proposal since no budget was stated anyway and for the aforementioned reasons they did not submit proposal.

(Continued, Consultant Contract, Fregonese Calthorpe Associates)

Firm #5 - They don't recall receiving a post card for this RFP. However, they do regularly receive RFP release postcards from SCAG. After reading the title of the RFP they said his company would NOT have bid this as a prime but only as a subconsultant, or part of a consulting team.

Firm #6 - Not positioned to bid on this specific type of work. Would require too many outside sources.

Firm #7 - Did not receive the post card notification.  
(Contract staff verified this firm's address in the SAP vendor database and found to be correct)

Firm #8 -- No response provided.

Firm #9 -- They did receive post card notification but decided to "no bid" after considering the project.

Firm #10 - They did receive the post card notification but after reviewing the Scope of Work they determined that this work was "set up" for Fregonese/calthorpe to do. The work was too specific to Fregonese type work.

Firm #11 - No response provided.

Firm #12 - No response provided.

SCAG Project Staff, Contract Staff and respective Directors met to discuss the above survey result. After extensive review, staff made following determination:

- If RFP was reissued, it is very unlikely that we would receive additional proposals.
- This work is time sensitive, as we need to implement the current RTP and vision, as well as we need to prepare for the 2007 RTP. Reissuing RFP will not meet RTP implementation schedule.
- RFP work scope was written in a manner, which would result in the successful implementation of current RTP.

Based on the foregoing, staff recommends that RFP should not be reissued and this contract be awarded to Fregonese Calthorpe Associates.

## SUBREGIONAL CONSULTANT CONTRACT

**Consultant:** David Evans and Associates

**Scope:** The Consultant will examine the feasibility, costs, potential benefits, and potential barriers of upgrading State Route 78 through eastern Imperial County. Included in this analysis will be an assessment of existing conditions, travel benefits such as safety, travel time, and fuel savings, construction feasibility, costs, and a preliminary environmental review.

The results of this study will assist the Imperial Valley Association of Governments (IVAG) and SCAG in determining future needed improvements to the route.

<b>Contract Amount:</b>	<b>Total not to exceed</b>	<b>\$32,756</b>
	David Evans and Associates	\$32,756
	(No subcontractor)	

**Contract Period:** Six (6) months from the date of award

**Work Element:** 05-160.IVGC1 - \$ 32,756 (Funding source: FTA)

**Request for Proposal:** SCAG staff mailed postcards to 198 pre-qualified firms on SCAG's bidders list to notify them of the release of RFP No. 04-003. The RFP was also posted on SCAG's web site. The following three proposals were received in response to the solicitation:

David Evans and Associates (no subcontractors)	\$32,756
Jack Faucett and Associates (no subcontractors)	\$32,655
Katz, Okitsu, and Associates (no subcontractors)	\$32,644

**Selection Process:** The Proposal Review Committee (PRC) evaluated all three proposals in accordance with the criteria set forth in the RFP, and the selection process was conducted in a manner consistent with all applicable Federal and State contracting regulations. Interviews were held with all three offerors.

The PRC was comprised of the following individuals:

Philbert Wong, SCAG, Assistant Regional Planner.  
Rosa Lopez, IVAG, Administrative Analyst  
Garry Rotto, Caltrans District 11, Sr. Transportation Planner

Frank Florenza, Imperial County, Dept. Director – Engineering  
Roberto Martinez, City of Brawley, Associate Civil Engineer

**Basis for Selection:**

The PRC recommended David Evans and Associates for the contract award because they have an extensive experience in transportation and environmental planning. The PRC also believes that David Evans and Associates' qualification is the most suitable for the scope of work because the firm offered the most detailed and comprehensive work plan for analyzing State Route 78. Their plan included an examination of costs and benefits to upgrading the route, construction feasibility, and conducting a preliminary environmental review.

## RIVERSIDE OFFICE LEASE RENEWAL

**Vendor:** AG/HP-Touchstone Lake, LLC

**Scope:** Restructure & renew office lease for Inland Empire Satellite Office.

**Contract Amount:** Total for 60 month lease \$292,393\*  
Total for FY04/05 \$ 28,896  
(\* This lease amount includes CPI adjustments in lease amount estimated at 4% annually.)

**Contract Period:** Sixty-month Lease

**Work Element:** 05-840.SCGS90 - \$ 28,896 (Funding source: Operations-Indirect Overhead)  
0X-840 - \$263,497 (Funding source: Operations - Indirect Overhead, subject to approval of SCAG's future budgets)

**Request for Proposal:** Not applicable

**Selection Process:** Exercise option to extend the existing lease

**Basis for Selection:** SCAG has maintained an office in Riverside County since the late 1980s. The current five-year term lease expires on October 1, 2004. SCAG has an option to extend the lease for additional five-year period. Staff has conducted an analysis of comparable office space in other private and public facilities. The research included locations in Riverside and San Bernardino Counties.

Staff looked into several possible scenarios in the review of office space. Option 1 - Move to a public/private facility within Riverside or San Bernardino Counties; Option 2 - Stay in the existing complex but downsize the office space; and Option 3 - Extend the existing lease for a 5-year term.

The rental price SCAG is currently paying is comparable to the market price within Riverside and San Bernardino Counties for similar facilities. In the review of Option 1, there was either no available public facility with adequate space that could accommodate SCAG's needs or additional

tenant improvements would be required. Although private facilities were available in the area, they provided no cost-savings to SCAG. Option 2 may present space shortage in the event of future new hires. The Riverside office is also considered as an emergency back-up office for the downtown location. In addition, the price per square foot for the downsizing option is 30% higher than Option 3.

In comparing adequate office space and rental price, staff has concluded that Option 3 was the best choice. Staff met with the landlord of the Riverside office building. After extensive negotiations, the landlord has agreed to the following:

**Tenant improvements:** The tenant improvements include two components. The first component is the improvement work that is required under the existing lease, which includes new carpeting, new ceiling tiles and painting. The other component is additional tenant improvement work to bring the space up to building standard at no cost to SCAG;

**HAVC:** Correct the deficiency of air conditioning performance at no cost to SCAG;

**Discounted rental rate:** The landlord has agreed to reduce the rental rate from \$1.69 per square foot (95% of the fair market rate) to \$1.63 per square foot;

**Free rent:** The landlord has agreed to provide us three (3) months free rent between October and December of 2004; and

**Reduced CPI:** The landlord has agreed to reduce annual CPI from a range of 4%-8% to a range of 3%-7%.

In addition to the tenant improvements, this restructured lease will result in a saving of \$30,800 over the term of the lease.



## **CONFERENCE VENUE & CATERING CONTRACT**

**Consultant:** The Patina Group

**Scope:** The Regional Economic Forecast Conference is an annual Conference held by SCAG. This year's Conference will be held at the Walt Disney Concert Hall in downtown Los Angeles on November 18, 2004. SCAG staff estimates that approximately 250 to 300 people will attend this conference. The Patina group manages the overall conference facility and catering for the Disney Concert Hall.

**Contract Amount:** **Total not to exceed** **NTE \$26,000**

**Contract Period:** Conference is scheduled on November 18, 2004

**Work Element:** 05-790.SCGS90 \$26,000 (Funding Sources: Registration and Sponsorships Income)

**Request for Proposal:** N/A

**Selection Process:** Eight venues were considered and compared for cost, geographical location, transit accessibility and amenities. SCAG staff, Senior Management and a Regional Council Member participated in the selection of the conference venue. Besides Disney Concert Hall seven other venues were considered: Museum of Natural History, Cathedral of Our Lady of the Angels, Los Angeles Public Library, Union Station, The Queen Mary, Huntington Library & Los Angeles Center Studios.

**Basis for Selection:** Disney Concert Hall is the newest and the most prestigious venue in the downtown Los Angeles area. The Disney Concert Hall offered the most comprehensive package with a wide range of impressive amenities and excellent catering choices most suitable for this Conference. The venue is centrally located within the region and is transit friendly. As an added bonus, Disney Concert Hall offered a free tour of the facility to all attendees. This will help to increase attendance at the conference, bringing in additional revenue to SCAG's General Fund.

Based on this overall package, Disney Concert Hall (Patina Group) was the unanimous choice for this conference venue.